







ePASS Quick Reference Guide for County Security Delegates

Basic ePASS Overview

- My Queue
 - When you first log in, you will see 'My Queue'
 - There are three main menu items:
 - **Queue**
 - **Worker**
 - **Help**
 - The banner contains shortcut buttons for common ePASS actions:
 -  **My Queue**
 -  **Explorer**
 -  **Submit New Worker Request**
 -  **Submit Change Worker Request**
 -  **Submit Delete Worker Access Request**
 -  **Exit ePASS**
 - **My Queue** contains any ePASS requests that require your attention such as:
 - Requests you submitted but have been returned for more information
 - eWiSACWIS Quarterly Roster Verification Requests
 - To open requests in your queue, simply click the name of the request. In this example, that is: [eWiSACWIS Quarterly Security Verification Due Date:12/30/2005](#)

My Queue

- **Queue** from the main menu has three options:
 - **My Queue:** This will return you to 'My Queue' from any page in ePASS
 - **Explorer:** This is used to search out ePASS requests using different criteria such as type of request, status, opened and closed date ranges, different queues, and a key word(s) search ability. For example, if you wanted to see how many 'New' requests were submitted for 2005, you would enter the criteria shown in the example below.
 - **Log Out:** Log Out of the ePASS application

Explorer

ePass Danny Dane Dane County

Queue Worker Help

Queue Explorer Requests Found: 31

Request: New
Status: Any
Search:

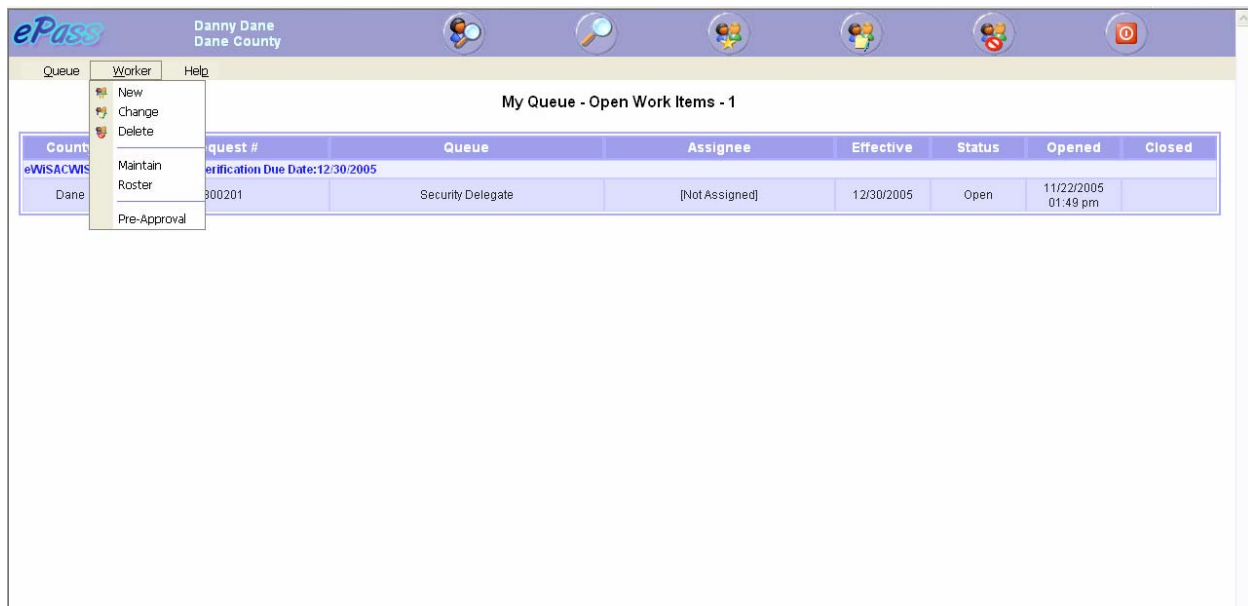
Opened: 01/01/2005 Thru 12/31/2005
Closed: Thru
Queue: Any

Search Reset Default

County	Request #	Queue	Assignee	Effective	Status	Opened	Closed
New Request - Baum, Kenneth (6033918)							
Dane	7859		[Not Assigned]	10/18/2005	Cancelled	10/18/2005 11:18 am	
New Request - Cesar, Jill (8402769)							
Dane	5596		[Not Assigned]	01/10/2005	Closed	01/10/2005 10:52 am	01/10/2005 10:52 am
New Request - Boge, Kasili (8403824)							
Dane	5610		[Not Assigned]	01/10/2005	Closed	01/12/2005 08:12 am	01/12/2005 08:12 am
New Request - Coyle, Jim (8435183)							
Dane	5987		[Not Assigned]	03/21/2005	Closed	03/22/2005 02:18 pm	03/22/2005 02:18 pm
New Request - Moore, Chris (6034084)							
Dane	6131		[Not Assigned]	06/24/2002	Closed	04/26/2005 09:53 am	04/26/2005 09:53 am
New Request - Stoughtenger, Megan (8458783)							
Dane	6204		[Not Assigned]	05/16/2005	Closed	05/16/2005 01:47 pm	05/16/2005 01:47 pm
New Request - Morris, Heather (8462934)							
Dane	6261		[Not Assigned]	05/24/2005	Closed	05/25/2005 10:14 am	05/25/2005 10:14 am
New Request - Stonecipher, Emily (8463249)							
Dane	6265		[Not Assigned]	05/23/2005	Closed	05/26/2005 10:27 am	05/26/2005 10:27 am
New Request - Hill, Steve (8465291)							
Dane	6361		[Not Assigned]	05/31/2005	Closed	06/01/2005 09:31 am	06/02/2005 10:12 am
New Request - Bauer, Timothy (8484142)							
Dane	6761		[Not Assigned]	07/11/2005	Closed	07/15/2005 02:03 pm	07/15/2005 02:03 pm

Done Trusted sites

- **Worker** from the main menu contains six choices:
 - **New:** Submit a new worker request
 - **Change:** Submit a change worker request
 - **Delete:** Submit a delete worker access request
 - **Maintain:** Opens the Maintain Worker page in eWiSACWIS
 - **Roster:** Opens the Worker Roster page for your county
 - **Pre-Approval:** Submit a Pre-Approval request, which is used in rare circumstances where a ‘non-traditional’ user would like access to eWiSACWIS. An example of this might be child support staff. This is then reviewed by the State to determine if access can be granted, and what access would be appropriate



- **Help** from the main menu contains two options:
 - **How To:** This links to the ePASS Quick Reference Guides on the eWiSACWIS Knowledge Web:
http://dhfs.wisconsin.gov/wisacwis/knowledge_web/Helpdesk/epass_quick_reference_guides.htm
 - **About:** Opens a window giving information about the version of ePASS being used